

***NATIONAL WEATHER SERVICE INSTRUCTION 10-404
OCTOBER 4, 2002***

***Operations and Services
Fire Weather Services, NWSPD 10-4***

FIRE WEATHER SERVICES ANNUAL OPERATING PLAN AND REPORT

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

OPR: OS22 (D. Billingsley)

Certified by: W/OS22 (J. Lee)

Type of Issuance: Initial.

SUMMARY OF REVISIONS: Together with NWSPD 10-4, this directive supercedes WSOM Chapter D-06, "Fire Weather Services Program," Issuance 91-11, dated August 22, 1991; OML 03-95, dated April 27, 1995; OML 04-99, dated September 9, 1999.

<u>Signed</u>	<u>10/04/02</u>
Gregory A. Mandt	Date
Director, Office of Climate, Water, and Weather Services	

Fire Weather Services Annual Operating Plan and Report

<u>Table of Contents:</u>	<u>Page</u>
1. Annual Operating Plan	2
1.1 Description and Responsibilities	2
1.2 Format and Content	3
2. Annual Report	3
1.1 Description and Responsibilities	3
1.2 Format and Content	3

Note: Weather Forecast Offices (WFOs) that have already coordinated Annual Operating Plans (AOPs) which differ from policies/procedures contained in 10-404 may postpone implementation of these policies/procedures until the end of the local fire season. Differences between 10-404 and current AOP agreements must be summarized to the Regions as soon as possible after this Instruction is signed and placed into the directives system. All WFOs must fully comply with 10-404 no later than 11/30/2002.

1. Annual Operating Plan.

1.1 Description and Responsibilities. Each forecast office with a fire weather program will prepare and keep current an Annual Operating Plan (AOP) for the office's fire weather service area. States or Geographic Area Coordination Centers (GACC) may coordinate a state or integrated area AOP with several WFOs in lieu of individual WFO AOPs. The plan should be developed with the customers annually prior to the fire season and revised as necessary. WFOs will: (a) reference the location of the Operations Plan in the Station Duty Manual (SDM), (b) date the plan, each revision, and any amended pages, and (c) furnish copies (either hard copies or printable web-based versions of the plan), revisions, and amendments to the following:

- a. National Fire Weather Program Manager
- b. Regional Fire Weather Program Manager
- c. Adjacent fire weather offices
- d. All concerned customers

WFOs will retain each annual edition and all subsequent amendments of the Operations Plan for 5 years.

WFOs with no public wildlands (federal, state, or local), fire season, or a minimal fire weather program may be exempt from producing an AOP upon approval from Regional Headquarters and the Office of Climate Water and Weather Services (through the National Fire Weather Program Manager).

1.2 Format and Content. WFOs will ensure AOPs contain the required elements listed in Appendix One of the Interagency Agreement for Meteorological Services (NWS Instruction 10-406). The suggested format in Appendix One should be followed as closely as possible.

2. Annual Report.

2.1 Description and Responsibilities. Every WFO that issues non-routine fire weather products during their fire weather season (e.g., spot forecasts, Fire Weather Watches, Red Flag Warnings) will produce an annual report summarizing fire support in their area of responsibility. WFOs should disseminate the Annual Report to the same entities as the AOP. The WFO's Regional Headquarters will determine the due date of the Annual Report.

WFOs with no public wildlands (federal, state, or local), fire season, or a minimal fire weather program may be exempt from producing an Annual Report upon approval from Regional Headquarters and the Office of Climate Water and Weather Services (through the National Fire Weather Program Manager).

2.2 Format and Content. The following items should be included in the Annual Report:

- a. Number of spot forecasts issued (itemized by wildfires, prescribed burns, and others)
- b. Number of fire or fire weather related courses taught or attended
- c. Red Flag event verification
 - (1) Number of Fire Weather Watches issued
 - (2) Number of Red Flag Warnings issued
 - (3) POD, FAR, CSI and Average Lead Time of (1) and (2)
- d. Number of IMET dispatches
- e. Number of IMET dispatch days

Details on the format and inclusion of other optional data in the Annual Report are left to the discretion of each Regional Headquarters.